

<p>CARNEGIE FORUM 305 W. PINE ST. LODI, CALIFORNIA 95240</p>	<p>AGENDA PARKS AND RECREATION COMMISSION</p>	<p>SPECIAL MEETING TUESDAY, January 8, 2019 @ 7:00 PM</p>
--	---	---

For information regarding this agenda please contact:

Terri Lovell @ (209) 333-6742

Parks, Recreation and Cultural Services Administrative Secretary

NOTE: All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the Office at the Parks and Recreation Department, located at 221 W. Pine Street, Lodi, and are available for public inspection. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation contact Parks and Recreation Department as soon as possible and at least 24 hours prior to the meeting date.

1. ROLL CALL
2. MINUTES – “December 4, 2018”
3. COMMENTS BY THE PUBLIC, COMMISSION AND STAFF ON NON-AGENDA ITEMS
4. ACTION ITEMS
 - a. Recommend City Council Approve Professional Services Agreement with Callander Associates Landscape Architecture, Inc., for DeBenedetti Park Site Plan
5. REGULAR AGENDA – DISCUSSION ITEMS
 - a. New Commissioner Binder
6. COMMENTS AND/OR QUESTIONS ON STAFF BRIEFING
7. ANNOUNCEMENTS
8. ADJOURNMENT

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

****NOTICE:** Pursuant to Government Code §54954.3(a), public comments may be directed to the legislative body concerning any item contained on the agenda for this meeting before (in the case of a Closed Session item) or during consideration of the item.

LODI PARKS AND RECREATION COMMISSION
MEETING OF JANUARY 8, 2019

ACTION ITEM A

*RECOMMEND CITY COUNCIL APPROVE PROFESSIONAL SERVICES
AGREEMENT WITH CALLANDER ASSOCIATES LANDSCAPE
ARCHITECTURE, INC. FOR DEBENEDETTI PARK SITE PLAN*

Notes: _____

Action: _____

PARKS AND RECREATION COMMISSION COMMUNICATION

TO: Lodi Parks & Recreation Commission DATE OF MEETING: January 8, 2019

FROM: Jeff Hood, Director

SUBJ: Recommend City Council Approve Professional Services Agreement with Callander Associates Landscape Architecture, Inc., for DeBenedetti Park Site Plan

TYPE ACTION NEEDED: Action

PREPARED BY: Jeff Hood, PRCS Director

RECOMMENDED ACTION: Recommend the City Council approve a Professional Services Agreement with Callander Associates Landscape Architecture, Inc., for DeBenedetti Park site plan.

BACKGROUND INFORMATION:

On September 4, the Parks and Recreation Commission recommended using park impact fees to design the undeveloped parts of DeBenedetti Park before making additional improvements. Staff thereafter developed a Request for Qualifications and contacted dozens of firms to let them know of the RFQ's availability on the City website.

Five firms submitted Statements of Qualifications that met the requirements outlined in the RFQ. An ad hoc review committee composed of Commissioners VanNortwick and Long, PRCS Director Hood, Deputy Director DeGroot and Park Project Coordinator Virrey interviewed representatives of the five firms and decided four were qualified for additional screening.

Staff further reviewed the Statements of Qualifications and reached out to listed references. The committee further narrowed the review to two firms on December 12. On December 12, 13 and 14, staff visited parks designed by the two firms and did additional research. The review committee met on December 19 and determined that Callander Associates Landscape Architecture, Inc. (CALA), of Gold River, is the best firm for this project based on its qualifications based on references – the best of any firm considered – and field visits by staff. References said CALA's construction estimates were on target and construction drawings need few revisions. Two of the references had years of repeat business with CALA, and said they preferred working with CALA over the second firm considered.

CALA's fee is not to exceed \$65,416.58 for the plan preparation. The fee would be increased if an environmental review and submittals are required under State law. The City's Community Development Department would determine if that additional review is needed.

FUNDING CONSIDERATION OR IMPACT: The \$65,416.58 cost is less than 1 percent to no more than 2 percent of the overall development cost at buildout, depending upon the final project. A good site plan reduces time spent reviewing construction documents and reduces the need to make costly changes in the field during construction.



Recreate
Educate
Live+Work
Connect
Sustain
www.callanderassociates.com

December 18, 2018

Mr. Jeff Hood
Lodi Parks, Recreation & Cultural Services Department
230 W. Elm Street
Lodi, CA 95240

RE: DEBENEDETTI PARK/landscape architecture services(REVISED)

Dear Mr. Hood,

We revised the scope per our discussion on 12/18/19.

The steps outlined below (with deliverables highlighted in bold face italics) are based on a proven project delivery methodology and are intended to get to answers in an efficient manner, allowing the City to pursue implementation of site improvements in the shortest period of time. The scope is flexible, and as such is subject to modification. We welcome the opportunity to meet with you to discuss Lodi's plan approval processes and identify appropriate modifications to this scope.

1.0 PROJECT INITIATION

- 1.01 **Project Kick-Off Meeting:** Schedule, coordinate and facilitate an initial meeting with City staff to discuss the goals, objectives, schedule and desired outcome of the project. Verify review process and other administrative procedures. Address any preliminary project concerns, and formalize contacts. Callander Associates to prepare and provide ***meeting agenda and written meeting summary*** (including what was discussed, decided upon, and all the next steps to be performed, or "action items").
- 1.02 **Site Mapping:** Prepare a base map utilizing City provided topographic survey files and record drawings combined with aerial photographs. ***Base map to be prepared at a scale of 1"= 40' to show all major existing features.*** Base map will be dimensionally accurate allowing for more accurate determination of spaces available for additional park uses. Base map to be provided to the City as a stand-alone electronic deliverable to aid in subsequent phases of work at the park.
- 1.03 **File Review:** Obtain historical information relevant to Master planning the Park from the City. This information is anticipated to include; record documents of park improvements, geotechnical soils reports, the City-wide Strategic Plan and input received by the City subsequent to the completion of the City-wide Strategic Plan. File information to be inventoried, listed in a directory of reference documents, and stored electronically for retrieval and use by all project team members.
- 1.04 **Site Investigation:** With the topographic survey in hand, conduct a site walk with City staff. Document observations photographically, on the survey, and in notes. Among the elements to be documented are; condition of existing improvements, existing vegetation, views

BURLINGAME
1633 Bayshore Highway, Suite 133
Burlingame, CA 94010
T 650.375.1313
F 650.344.3290

GOLD RIVER
12150 Tributary Point Drive, Suite 140
Gold River, CA 95670
T 916.985.4366
F 916.985.4391

SAN JOSE
300 South First Street, Suite 232
San Jose, CA 95113
T 408.275.0565
F 408.275.8047

(objectionable and desirable), weather patterns (solar orientation and wind), and adjacent land uses.

1.05 **Site Infrastructure Inventory:** As a means of capturing and evaluating the subsurface conditions (not possible during the site walk) we propose to:

- A. Review existing utility plans, reports, studies, and survey information provided by the City to assess the existing ground conditions, stormwater management, and utility infrastructure, including sanitary sewer, water, storm drainage, and natural gas.
- B. Assess the capacity of existing infrastructure within the park. Assessment will be based the site visit and review of existing documents.
- C. Assess condition of irrigation point of connection infrastructure.

1.06 **Outreach Program Development:** To a significant degree, we intend to capitalize on the investment that the City has already made in reaching out to the community during development of the 2016 Strategic Plan. Towards that goal we will begin by analyzing information already compiled in that Plan. Outreach will be targeted at answering new questions, or better define the opinions and preferences already found in that study. The following tasks are anticipated to be provided and refinements to the tasks indicated here will be identified during the start-up phase:

- A. Meet with City staff in a work session to refine the proposed outreach program.
- B. Assist staff in identifying key stakeholders (such as sports league representatives).
- C. Coordinate with City website administrator to set up a project web page which will provide project updates and include links to project opinion survey(s).
- D. Facilitate an on-line survey for purposes of polling residents.
- E. Prepare **up to 2 (two) public workshop announcement fliers** for City distribution

1.07 **Stakeholder Meeting:** Facilitate a single stakeholder meeting with representatives of sports leagues and clubs currently using the park facilities to gain understanding of needs of their organizations as they pertain to the park improvements. Prepare a **written meeting summary** of items discussed as a record for distribution to the City and attendees.

1.08 **Opportunities and Constraints Plan Development:** Prepare an **Opportunities and Constraints Plan**. Plan to consist of a 40 scale existing conditions map (the topographic survey) with opportunities and constraints superimposed. Constraints to be mapped include easements, utilities, setbacks, etc. Opportunities include service provisions, space, access and proximity to adjacent uses. Identify existing uses and programs that may already be 'in the pipeline' and physical links to the site. Prepare a **program listing itemizing the elements to be included in the park and their required supporting elements**.

- 1.09 **Initial Public Outreach Team Meeting:** Convene a meeting with City staff to review presentation materials and approach for the initial public outreach session. Prepare a **meeting summary capturing decision made** in the meeting and distribute to attendees.
- 1.10 **Initial Public Outreach (Public Workshop #1);** We propose facilitating the outreach sessions in an Open House format with multiple stations focusing on specific topics to inform attendees about the project and solicit feedback from the attendees on specific topics. At the initial public meeting we anticipate providing a project overview, discussing the findings of the Strategic Plan (as they relate to Debenedetti Park), providing a 'virtual tour' of the site, sharing the Opportunities and Constraints Plan. As part of the public input we will solicit input from attendees regarding facility programming needs and priorities and facilitate a brainstorming exercise involving engaging the public in the process of placing site improvement templates (play areas, courts, restroom buildings, etc.) in various configurations on a plan of the site. Alternatives as generated through this interactive process to be captured photographically in concept photos for further evaluation. Prepare a **written meeting summary** of items discussed as a record for distribution to the City and for posting on the project web page.

2.0 DRAFT SITE MASTER PLAN DEVELOPMENT

- 2.01 **Draft Master Plan Kickoff Team Meeting:** Convene a meeting with City staff to review the input received in the stakeholder meeting and initial public outreach meeting. Reach consensus on key project elements and prioritization of improvements. Prepare a **meeting summary** capturing decision made in the meeting and distribute to attendees.
- 2.02 **Draft Site Master Plan Alternatives;** Based on input received in the public meetings, through other forums, and as agreed upon in the prior team meeting, proceed to prepare up to **(2) two 40 scale overall Draft Master Plans for the site**. It is anticipated that multiple viable plans for the park are possible but no more than 2 warrant detailed evaluation. Master Plans to be labeled and color rendered. It is anticipated that the majority of program elements will be found in both schemes with each scheme showing them in different locations. Variations may also occur in emphasis (amount of programmed vs. unprogrammed space) and circulation. In addition to the plans themselves the following support exhibits will be prepared"
- A. Imagery: Compile **images of new elements**. Images to be assembled in a format suitable for public presentation and as individual images to be shared during presentations.
- B. Plan Comparison: To facilitate consensus building we will prepare a **side by side comparison of each concept**. Criteria to be included are parking, ease of access, circulation, and facilities provided by type.
- C. Draft Estimate of Probable Costs: Prepare a **preliminary estimate of probable construction costs for one of the Draft Master Plan Alternatives**. The estimate will show quantities and unit prices for any item of work anticipated to cost \$100,000 or more. The estimate will be based on actual quantities as can be estimated from the plans at this level of development. All costs associated with delivering the project, including administration costs (provided by the City), final design costs, permitting costs (provided by the City), inflation and contingencies will be included.

- D. Preliminary Phasing Study; In anticipation that the City's need to phase the project as becomes available, we will prepare a ***proposed phasing diagram for one of the Draft master Plan Alternatives***. The diagrams will show divisions of the park into 2-3 parts to be pursued in consecutive years or as funding allows. A listing of pro's and con's associated with each phasing diagram will be prepared to aid in determining the scope of the first phase park renovation plans.
- 2.03 **Presentation to City Staff:** Present the two Site Master Plan Alternatives, images and plan comparison, estimate and phasing study to City staff. Solicit input and discuss refinements to both plans and other documentation. Prepare a ***meeting summary*** capturing meeting decisions.
- 2.04 **Revisions to Draft Master Plan Alternatives and Support Exhibits:** ***Revise exhibits prepared as part of Task 2.02*** based on City staff input and incorporate into Workshop format.
- 2.05 **Public Workshop #2;** After revising the plan and support exhibits per agreed upon changes, present these documents to the public in an evening public meeting to be hosted by the City. This meeting is expected to follow the Open House format of the initial public meeting in a venue of the City's choosing. The emphasis of the project will be on the presentation of the preferred concept plan. A brief initial presentation beginning recapping of the steps to date will be made, to be followed by attendee tour of exhibit stations presenting the Draft Site Master Plan Alternatives. Input from all meeting attendees will be solicited and documented.

3.0 FINAL SITE MASTER PLAN DEVELOPMENT

- 3.01 **Final Site Master Plan Kickoff Team Meeting:** Convene a meeting with City staff to review the input received during Public Workshop #2. Reach consensus of preferred elements of each concept to carry forward into the Final Draft Site Master Plan. Prepare a meeting summary capturing decisions made in the meeting and distribute to attendees.
- 3.02 **Draft Site Master Plan Development;** Prepare a single unified concept reflecting the preferences of the community and input from City staff. ***Draft Site Master Plan*** to be prepared at a scale of 1"= 40' scale. All major elements to be shown including new recreation facilities, play areas, paths, drives and buildings. Plan to be labeled and color rendered.
- A. ***Update image boards to reflect the selected elements.*** Updated image board to contain up to 20 images.
- 3.03 **Estimate of Probable Costs;** Prepare an ***updated estimate of probable construction costs for all the improvements shown in the Draft Site Master Plan***. The estimate will show quantities and unit prices for any item of work anticipated to cost \$100,000 or more. The estimate will be based on actual quantities as can be estimated from the plans and bid prices. The estimate will include 30 – 50 discrete cost items. All costs associated with delivering the project, including administration costs, final design costs, permitting, inflation and contingencies will be included.

- 3.04 **Phasing Considerations;** Prepare *up to (2) two alternative phasing diagrams for the Draft Site master Plan* . The diagrams will show divisions of the park into 2-3 parts to be pursued in consecutive years or as funding allows. A listing of pro's and con's associated with each phasing diagram will be prepared to aid in determining the scope of the first phase park renovation plans.
- 3.05 **Team Meeting;** Present the Draft Site Master Plan, Estimate of Probable Construction Costs, and Phasing Considerations to City staff in a work session. Discuss each of the work products individually and identify revisions to each. ***Document the meeting and decisions made in a meeting summary*** or subsequent distribution to meeting attendees.
- 3.06 **Presentation to Parks and Recreation Commission;** Make a presentation of the Draft Site Master Plan to the Parks and Recreation Commission, noting the input received from the public and the changes made in response to the input. Facilitate the meeting by offering clarifications and responding to question posed by the Commission members.
- 3.07 **Master Plan Refinement; *Update the Draft Site Master Plan*** prior to presenting to Council, incorporating input received from the Parks and Recreation Commission, staff and the public in the P & R Commission meeting. The Master Plan will be compiled in book format, with the prior work products attached including meeting summaries, prior concepts, prior estimates, background data and other information relevant to the development of the final draft Site Master Plan.
- 3.08 **Presentation to City Council;** Present excerpts from the Master Plan report to the CC including the recommended plan, estimate of probable construction costs and suggested project phasing. Solicit input from the Council and seek to obtain conditional adoption of the final Site Master Plan.
- 3.09 **Final Team Meeting;** Meet with staff subsequent to the City Council meeting to discuss report finalization and final deliverables.
- 3.10 **Final Site Master Plan;** Following a meeting (or teleconference) with City staff to recap the City Council Presentation and feedback, Final Site Master Plan will be updated to incorporate agreed upon elements. Support documents will be updated in similar fashion. ***Final Master Plan and book in PDF*** format will be provided to City.

4.0 CEQA DOCUMENT (TBD)

5.0 ADDITIONAL SERVICES

- 5.01 All tasks not specifically noted above could be performed as additional services. These tasks would include, but not be limited to, all revisions or additional submittals required by the City or any other agency's review, other meetings, additional design studies, or other tasks not specifically noted in the foregoing. These services would be billed hourly or on a lump sum fee basis to be documented in a written amendment to this agreement.

RE: DEBENEDETTI PARK/LANDSCAPE ARCHITECTURE SERVICES

December 18, 2018

Page 6 of 4

6.0 REIMBURSABLE EXPENSES

- 6.01 In addition to the above fees, we would bill for all printing and reproduction, delivery, horticultural soils samples, the communication and insurance surcharge, and other reimbursable expenses as noted in the attached Standard Schedule of Compensation. You should establish a tentative budget for these expenses (see attached Task Fee). These costs will be itemized on our invoice and compared monthly with the total allowances to assist you in monitoring these costs.

Attachments:

DeBenedetti Task Fee for Services, dated December 18, 2018

Callander Associates 2018-2019 Fee Schedule

Callander Associates' Personnel and Rates															
Phase	Description	Principal @ \$175		Associate @ \$153		Job Captain @ \$114		Designer 1 @ \$105		Administrator @ \$101		Construction Man. @ \$141		CA Fees	
		hrs	\$'s	hrs	\$'s	hrs	\$'s	hrs	\$'s	hrs	\$'s	hrs	\$'s	hrs	\$'s
1.0 Project Initiation															
1.01	Kick-off meeting	3.5	\$ 612.50	4.5	\$ 688.50	-	\$ -	-	\$ -	0.5	\$ 50.50	-	\$ -	8.5	\$ 1,351.50
1.02	Site mapping	-	\$ -	-	\$ -	-	\$ -	8.0	\$ 840.00	-	\$ -	-	\$ -	8.0	\$ 840.00
1.03	File review	-	\$ -	2.0	\$ 306.00	4.0	\$ 456.00	-	\$ -	-	\$ -	-	\$ -	6.0	\$ 762.00
1.04	Site Investigation	-	\$ -	4.0	\$ 612.00	4.0	\$ 456.00	-	\$ -	-	\$ -	-	\$ -	8.0	\$ 1,068.00
1.05	Site Infrastructure Inventory	1.0	\$ 175.00	2.0	\$ 306.00	4.0	\$ 456.00	-	\$ -	-	\$ -	1.0	\$ 141.00	8.0	\$ 1,078.00
1.06	Outreach program development	1.0	\$ 175.00	8.0	\$ 1,224.00	8.0	\$ 912.00	24.0	\$ 2,520.00	12.0	\$ 1,212.00	-	\$ -	53.0	\$ 6,043.00
1.07	Stakeholder meeting	-	\$ -	3.5	\$ 535.50	4.5	\$ 513.00	-	\$ -	1.0	\$ 101.00	-	\$ -	9.0	\$ 1,149.50
1.08	Opportunities and constraints plan development	1.0	\$ 175.00	2.0	\$ 306.00	8.0	\$ 912.00	16.0	\$ 1,680.00	-	\$ -	-	\$ -	27.0	\$ 3,073.00
1.09	Initial Public outreach team meeting	-	\$ -	3.5	\$ 535.50	-	\$ -	-	\$ -	-	\$ -	-	\$ -	3.5	\$ 535.50
1.10	Initial Public Outreach	4.0	\$ 700.00	6.0	\$ 918.00	12.0	\$ 1,368.00	-	\$ -	2.0	\$ 202.00	-	\$ -	24.0	\$ 3,188.00
		10.5	\$ 1,837.50	35.5	\$ 5,431.50	44.5	\$ 5,073.00	48.0	\$ 5,040.00	15.5	\$ 1,565.50	1.0	\$ 141.00	155.0	\$ 19,088.50
2.0 Draft Site Master Plan Development															
2.01	Team meeting	-	\$ -	4.5	\$ 688.50	-	\$ -	-	\$ -	1.0	\$ 101.00	-	\$ -	5.5	\$ 789.50
2.02	Draft site master plan alternatives	1.0	\$ 175.00	8.0	\$ 1,224.00	12.0	\$ 1,368.00	40.0	\$ 4,200.00	-	\$ -	-	\$ -	61.0	\$ 6,967.00
A.	Imagery	-	\$ -	1.0	\$ 153.00	2.0	\$ 228.00	8.0	\$ 840.00	-	\$ -	-	\$ -	11.0	\$ 1,221.00
B.	Plan Comparison	0.5	\$ 87.50	2.0	\$ 306.00	4.0	\$ 456.00	-	\$ -	-	\$ -	-	\$ -	6.5	\$ 849.50
C.	Draft Estimate	-	\$ -	2.0	\$ 306.00	8.0	\$ 912.00	-	\$ -	1.0	\$ 101.00	0.5	\$ 70.50	11.5	\$ 1,389.50
D.	Preliminary Phasing Study	0.5	\$ 87.50	1.0	\$ 153.00	4.0	\$ 456.00	-	\$ -	-	\$ -	-	\$ -	5.5	\$ 696.50
2.03	Presentation to City staff	-	\$ -	4.5	\$ 688.50	-	\$ -	-	\$ -	1.0	\$ 101.00	-	\$ -	5.5	\$ 789.50
2.04	Revisions to Draft master plan alternatives	-	\$ -	4.0	\$ 612.00	8.0	\$ 912.00	24.0	\$ 2,520.00	-	\$ -	-	\$ -	36.0	\$ 4,044.00
2.05	Public Workshop #2	4.0	\$ 700.00	6.0	\$ 918.00	12.0	\$ 1,368.00	-	\$ -	2.0	\$ 202.00	-	\$ -	24.0	\$ 3,188.00
		6.0	\$ 1,050.00	33.0	\$ 5,049.00	50.0	\$ 5,700.00	72.0	\$ 7,560.00	5.0	\$ 505.00	0.5	\$ 70.50	166.5	\$ 19,934.50
3.0 Final Site Master Plan															
3.01	Team Meeting	-	\$ -	4.5	\$ 688.50	-	\$ -	-	\$ -	1.0	\$ 101.00	-	\$ -	5.5	\$ 789.50
3.02	Draft site master plan development	1.0	\$ 175.00	4.0	\$ 612.00	8.0	\$ 912.00	20.0	\$ 2,100.00	-	\$ -	-	\$ -	33.0	\$ 3,799.00
A.	Update Image Boards	-	\$ -	1.0	\$ 153.00	2.0	\$ 228.00	4.0	\$ 420.00	-	\$ -	-	\$ -	7.0	\$ 801.00
3.03	Estimate of probable construction costs	1.0	\$ 175.00	1.0	\$ 153.00	6.0	\$ 684.00	-	\$ -	1.0	\$ 101.00	0.5	\$ 70.50	9.5	\$ 1,183.50
3.04	Phasing considerations	-	\$ -	1.0	\$ 153.00	2.0	\$ 228.00	-	\$ -	-	\$ -	-	\$ -	3.0	\$ 381.00
3.05	Team meeting	-	\$ -	4.5	\$ 688.50	-	\$ -	-	\$ -	1.0	\$ 101.00	-	\$ -	5.5	\$ 789.50
3.06	Presentation to Parks and Rec Commission	-	\$ -	6.0	\$ 918.00	8.0	\$ 912.00	16.0	\$ 1,680.00	-	\$ -	-	\$ -	30.0	\$ 3,510.00
3.07	Master Plan refinement	-	\$ -	8.0	\$ 1,224.00	16.0	\$ 1,824.00	20.0	\$ 2,100.00	20.0	\$ 2,020.00	-	\$ -	64.0	\$ 7,168.00

DeBenedetti Park
December 18, 2018

TOTAL	\$	19,088.50
	\$	19,934.50
	\$	23,278.50
	\$	3,115.08
	\$	65,416.58

LODI PARKS AND RECREATION COMMISSION
MEETING OF JANUARY 8, 2019

REGULAR AGENDA ITEM A
NEW COMMISSIONER BINDER

Notes: _____

Action: _____

PARKS AND RECREATION COMMISSION COMMUNICATION

TO: Lodi Parks & Recreation Commission

DATE OF MEETING: January 8, 2019

FROM: Jeff Hood, Director

SUBJ: New Commissioner Binder

TYPE ACTION NEEDED: Discussion.

PREPARED BY: Jeff Hood, PRCS Director

RECOMMENDED ACTION: Discuss recommendations for a new Commissioner binder.

BACKGROUND INFORMATION:

Many cities have committees and commissions that serve in advisory roles to the agency's governing body, as does Lodi with the Parks and Recreation Commission, among others.

Currently, the City does not provide formal training or orientation to new commissioners on their roles and responsibilities. For the Parks and Recreation Commission, new members receive a Director's briefing, recent meeting minutes and an overview of the Brown Act, but no information about meeting protocol, scope of public comment, interactions with department and other City staff, ethics training and financial reporting requirements.

While the City Clerk's office has considered creating such a document, PRCS is interested in taking the lead among City departments in developing a binder for Commissioners – for all City boards and commissioners – and seeks feedback on examples of what would be helpful information to include in such a document. In fact, commission binders are required by Arizona law for that state's agencies.

Examples from other California cities will be provided at the meeting.

FUNDING CONSIDERATION OR IMPACT: Nominal time preparing documents, with some staff time required to develop information and review before a presentation to the City Council.



PARKS, RECREATION, AND CULTURAL SERVICES

Director's Report

January 2, 2018

Lawrence Park: The fencing project for the Police Department's new K-9 training area is completed, thanks to fundraising through the Lodi Police Foundation. This \$22,300 project should benefit our park infrastructure from vandalism and unsanitary conditions, and help our neighboring American Legion from vandalism. We expect the training area to remain until there is funding for a larger park project.

Blakely Park: Construction began December 17 on the Enze Pool at Blakely Park. The project will consist of replacing the plaster pool surface, replacing the concrete deck, adding additional surface drainage, installing starting blocks for competition swimming, and adding updated pool safety equipment. The targeted completion date is February 28, 2019. The City Council on December 19 approved the plans and specifications on a shade structure for installation in 2019 to provide comfort for pool visitors.

New Website: Staff began training on the City's new website through CivicPlus, one of the nation's leading providers of websites for local government agencies. The website is scheduled to launch January 17. Information about the new site was provided in the new Activity Guide. The site will be much easier for residents to navigate and, most importantly, will be easy to use for those using mobile devices.

Maintenance Efforts: The rollout of our concerted effort to raise our maintenance efforts in those parks impacted by heavy daylong use has resulted in finding fewer hypodermic needles and human waste after the first week. We're crediting the efforts, as well as changing weather, for the improvement, although it will take many months to determine the long-term impact and issues continue to arise.

Midyear Budget: We have submitted a request to the City Manager to add a Facilities Worker position to Hutchins Street Square as part of the mid-year review. As recently as 2007 the Square had three full-time employees focused on facility maintenance and preparation for events. Now, we have one. The combination of heavy use of the facility, as well as its age, necessitates additional care in the hands of training, full-time staff, and not part-timers. The combination of PRCS's fiscal turnaround and the passage of Measure L puts us in the position of being able to add a full-time position. The annual cost is approximately \$85,000. The City Council is expected to act on the budget update in February.

Lodi Lake Repairs: The City Council voted December 19 to approve a contract with a Stockton engineering firm to design an erosion-repair project at Lodi Lake Park and then oversee the construction, all funded through a \$1 million State grant. Construction eyed to begin in January/February of 2021.

Grants: The Boosters of Boys & Girls Sports received a \$5,000 grant from the Community Foundation of San Joaquin to reduce program registration expenses for low-income families. In addition, the Lodi Junior Giants received a \$10,000 grant to offset program expenses. Congratulations to both groups!

Holiday Lunch: Thanks to Commissioner Carouba for attending PRCS's annual holiday lunch at Crete Hall in Hutchins Street Square on December 13. Food was provided by Waterloo Inn. About 40 staff members attended, with Faith Unger, Jennifer Winn and Mark Maier winning raffle prizes, and Faith winning the "ugly Christmas sweater" contest as well.

New Year: Another voyage around the sun is done. Best wishes for success and happiness in 2019.

Jeff Hood

230 W. ELM STREET
LODI CA 95240
(209) 333-6742
www.lodi.gov



TO: Parks and Recreation Commission
FROM: PRCS Staff
DATE: December 18, 2018

Next Report: *December 10, 2018 – January 13, 2019*

Upcoming Events

January

- 12** *Walk in the Woods with A Docent, Lodi Lake, 9 a.m. – annual Saturday morning tour open to the public highlighting the Nature Area*
- 22** *Frisson Ensemble, 7 pm, Charlene Powers Lange Theater @ HSS*
- 26** *13th Annual BOBS Jerry Burns Crab Feed, 5 pm, Chardonnay Hall, Lodi Grape Festival*
- 27** *A Tribute to Jimmy Buffett, 4 pm, Charlene Powers Lange Theater @ Hutchins Street Square*

February

- 1** *First Friday Art Hop, 6 pm, Thomas Theater @ Hutchins Street Square*
- 23** *An Evening with Mark Preston, 4:30 pm, Charlene Powers Lange Theater @ Hutchins Street Square*

March

- 1** *First Friday Art Hop, 6 pm, Thomas Theater @ Hutchins Street Square*
- 10** *Lodi Community Band, Charlene Powers Lange Theater @ Hutchins Street Square*
- 14** *Derik Nelson & Family, 7 pm, Charlene Powers Lange Theater @ Hutchins Street Square*

Operational Reports

Programs & Services

Community Outreach/Input - Aquatics: On December 10, Recreation staff at Hutchins Street Square hosted 50 people during a Meet & Greet Event for Aqua Fitness participants to obtain feedback related to customer service, program satisfaction, cleanliness ratings, and potential offerings. An in-person survey was available, as well as an online survey. Staff is currently tabulating the results, which will be made available on the PRCS website by the end of January.

Clean Parks/Safe Kids Initiative – officially launched with the distribution of the Winter/Spring activity guide mid-December, the internal shifting of park staff to focus on cleanliness and maintenance priorities has been widely received with effective results. In addition, an ongoing social media campaign is planned for The Lodi Parks People program to engage individual volunteers with trash clean up and weed abatement. Clean up kits are ready for distribution and include 5-gallon buckets, grabbers, plastic gloves and trash bags.

Adopt-A-Park Program – The Parks Department currently has five Adopt-A-Park partners supporting the following parks: Henry Graves, DeBenedetti, Emerson, Lodi Lake and Roget. During the reporting period, 12 volunteers worked 12 hours across those five parks. Their tasks include, but are not limited to, litter removal, planting and fertilizing plants, spreading mulch and pulling weeds.

Late Nite Adult Basketball - The program is once again full to capacity, similar to last year when late night was revived. Eight teams or approximately 92 adults played basketball in eight contests during this reporting period. The games are all played at the Lodi National Guard Armory Building on Saturday evenings and start each hour beginning at 7 p.m. and ending just after 11 p.m. There are six more weeks of regular season play and then off to playoffs.

Comet Basketball – The B.O.B.S Program has 8 teams of 7th and 8th grade boys and girls playing this year which matches the prior 2017 season with 80 participants for full capacity. There were 16 basketball games played in league action in this reporting timeline. That equates to 320 youth and nearly 750 spectators enjoying contests Monday – Thursday evenings at the Lodi Grape Pavilion.

Forward/Onward Junior Basketball League – Participation is down from 280 children from the 2017 season to 246 this season. Staff feels this drop off is only at the k-1st grade level due to participants choosing the tot basketball program instead. The Onward and Forward leagues have a total of 25 co-ed teams in this season's program. Games began the week of November 26th and occur Monday through Thursday evenings at the Lodi Grape Pavilion. For the timeframe of this report, a total of 26 basketball games for Kindergarten thru 6th grade levels were played which accounts for 520 youth enjoying hoop at the Pavilion with over 1,200 spectators rooting them on!

PRCS After School Program (ASP) - Our high ASP roster count is 84 at our Reese ASP site. Last year at this time Reese attendance was at 67; that site is up by 25 percent. Overall, ASP sites are up by 13 percent. Seasonal activities included crafting ornaments, making gifts, and planning holiday parties.

LUSD Bridge (After School Program) - This time last year in November we had 915 students enrolled in the Bridge programs, and we currently have 902 kids enrolled which is a slight decrease of 1.4% from last year at this time. PRCS provides staffing support to this program, operating by Lodi Unified School District, under a two-year contract that extends through the 2019-2020 school year.

Arts and Specialty Classes – During the reporting period there were 185 students enrolled in classes and programs. This is a 63% decrease from last reporting period. Class enrollment was lower this reporting period due to a class cancellation, class availability due to holidays and an instructor was ill. For the last two years during the month of December we have maintained an average of 36 classes.

Aquatics – During the reporting period, 335 patrons visited the HSS Pool, which is 183 less than the last reporting period, but a typical decline for this time of year. Of the visitors, 279 used a swim pass punch card, with 56 participating in Open/Lap Swim or Drop-in Fitness. There were 2 private party rentals during this period. There were 25 students registered for November Swim Lessons and 16 students registered for December Swim Lessons, which is a 56% increase from the same period last year.

HSS Rentals and Events – HSS hosted 34 room rentals and approximately 3,920 visitors which is a 13% decrease from last reporting period. Events included weddings, birthday parties, meetings/conferences, a blood bank, training seminars and religious services. Highlights include the annual Pigskin High School Formal dance and Medicare Part D Fair.

Movie Nite – On December 7, HSS held its monthly Movie Nite event. Disney's "Toy Story" was the movie for the evening. There were 150 tickets sold. Many patrons wore festive sweaters and children dressed as their favorite "Toy Story" characters. The Lodi Arts Foundation, which is a sponsor, sold popcorn, soda and candy at concessions.

Holiday Boutique – On December 8, Holiday Boutique was held at HSS. Estimated attendance was 250 vs 475 last year. Staff believes bad weather effected attendance. There were 20 vendors selling handmade artisan item. For the first time, the vendor roster filled up by October 18 with 6 on a waiting list. To accommodate vendor demand, the event will utilize additional space and marketing will be enhanced.

HSS Theater –

- On November 18, the American Pakistani Association cultural event took place with presentations and music of the Pakistani heritage with attendance of 317.
- On November 24, Starbright Entertainment brought "Life in the Fast Lane", a tribute to the Eagles. 405 tickets were sold for this event. The audience participation was high, singing along with the band.
- On November 30, and Saturday, December 1, the Horizon Community Church performed its production "Open Mic," an original script that told the story of the birth of Jesus. On Friday, November 30, there were 359 tickets sold. On Saturday, December 1, the matinee performance, there were 187 tickets sold and 195 tickets sold for their evening performance.

- On December 2, Lodi Community Concert Association (LCCA) had their second show of the season, "Saxsational", which is an ensemble of Lodi Community Band and Tokay High School jazz band. They performed Christmas classics and other classics of the times. The attendance was 261, which included season ticket holders from LCCA and tickets sold at the door.
- On December 4, the HSS Foundation held their annual performance of the United States Air Force Band of the Golden West. They performed their Christmas concert. This is a free performance, with 769 in attendance compared to 771 last year.

Lodi Lake Nature Area Docents/School Tours:

- No student tours were conducted during this time

Nature Area Docents: Recruitment & Training - No new volunteers have come forward to begin the process of becoming a Docent in the Nature Area. No trainings were offered at this time.

Lodi Lake Nature Area Docent: Community Outreach - No outreach events were provided during this time frame.

Lodi Lake Entrance - There were 40 vehicles that passed through the entrance gate while a gate attendant was on duty (1 day). There is no comparable, as the gate was not in operation at this time last year.

Iron Ranger - There were 194 vehicles who utilized our self-pay system, this represents a 12.6% decrease over the prior year when we had 222 vehicles use the system. We also recorded 11 boat launches, a 26% decrease over the prior year.

River Tours - The tour boat was idle during this time period. We are using the down time to make repairs, upgrades, and perform general maintenance on the vessel, in preparation for the upcoming season.

Lodi Lake and City Park Picnic Shelter Reservations – During this reporting period, there were 35 vs. 18 last year, which yielded a 48.5% increase.

Facility Rentals – Multiple field requests have been submitted for use of by baseball, softball and soccer organizations. The Grape Bowl is being utilized on a consistent basis. Ben Holt Prep Academy and Tokay High School soccer teams have been able to host 6 combined dates. Lodi United FC has had 24 rental dates for a combined use of training sessions and games.

Internal Operations

ActiveNet/Registrations – During this reporting period, there were 237 enrollments. During the same period last year the number of enrollments were 239 resulting in a minor decrease. The number of permits during this time totaled 19 which was the exact same as last year.

HSS Operations - Attendants provided support services and housekeeping for 52 events, 9 meetings and 145 classes. The total hours of coverage for Building Services was 596 hours with an additional 104 hours for Event Attendant, paid by the client, where a staff member provided additional one-on-one assistance for the clients. Building Services staff set up 2,316 chairs, 231-6' and 8' tables, 172-60" round tables, 12 stages, and 11 bars.

Vandalism – During the reporting period, there were four instances of vandalism. The repairs cost the division \$154.82 in labor and materials. Our crews spent 4 hours repairing tire marks in grass, replacing broken locks at Legion and repairing fencing at Zupo.

Staff Trainings/Leadership Development

Safety Management Oversight Committee – Deputy Director DeGroot and Park Supervisor Rickard attended the second meeting of the newly formed city-wide safety and risk management committee being led by Risk Manager, Bev Jensen. The purpose of the committee is to help ensure a safe and healthful workplace compliant with federal, state and local safety regulations. PRCS Liaisons will serve as the communication conduit between the committee and the department on all safety related issues.

After School Programs Staff Training - During this reporting period, ASP and Bridge staff development training was conducted. Held Thursday, November 15, there was 60 staff from both programs in attendance. LUSD guest trainers presented on emergency action plans (fire drills, active shooter, lost child, etc.) and group management strategies. PRCS Recreation Manager and Coordinators also reviewed City worker's compensation procedures, tracking/reporting attendance, and daily/weekly activity plans.

Key Capital Projects and Park Maintenance

Reynolds Ranch Park – Park and trail improvements are 95% completed. FCB and its sub-contractors still need to address a few punch list items related to Public Works and the park. The park and trail improvements are open to the public. Phase II trail improvements are under construction at this time.

Blakely Park North Pool Improvements – AM Stephens Construction and its sub-contractors started work on December 17, 2018. The old pool plastering and interior pool tile work has been removed and new tile work has started. The project is supported by \$411,000 in Community Development Block Grant funds and \$40,000 of PCRS Fund Balance. Work is scheduled to begin after the Thanksgiving holiday.

Lawrence Park K-9 Area Fencing – Benton Fencing has started the fencing improvements. This project was funded through donations and the Lodi Police Association.

- Soccer field preps at various park locations.

- Staff has been making playground repairs at various park locations.
- Casework cabinetry drawings and specifications are completed and have been sent to Public Works Engineering for their review and comments. This project will be bid in Fall 2019.
- Sports field improvements construction drawings for Blakely Park and California Youth Soccer and Recreation Development Program State Grant are currently being worked on. The Parks Division staff has completed approximately 60% of the drawing package. This project is scheduled for 2020.
- Nature Area Outdoor Education Improvement drawings have been started. The Parks Division staff has completed 10% of the drawing package. This project is scheduled for 2021.
- Drawing and specifications have been completed for the re-surfacing of the Kofu Park tennis courts. Construction is scheduled for April/May 2019.
- Eagle Scout Alek Francovich has completed his project replacing the out of play fencing plywood with recycled extruded lumber at Zupo Field which was donated by Rich Thomas. Alek and his work crew have completed the project and did a great job.
- Chapman Field scoreboard received a new name sign. Mike Chapman, son of Tom Chapman donated the new sign to honor his dad, who was our past Umpire and Chief.
- Park staff is working with John Callahan on the relocation and renovation of the existing flag pole at Legion Park.
- Park staff installed new park rules signs at Legion Park.
- Park staff will be meeting with their PSA General Contractor, Poser Construction, to start working on picnic shelter rehab work at Emerson and Legion parks.
- Park staff completed the construction drawings for Candy Cane Park. The drawings have been sent to Public Works Engineering for their review and comments. The renovation work would be funded by Measure L or PRCS funds. Park improvements possibly could start in April 2019.
- Parks staff is starting to look at the removal and replacement of the Katzakian Park playground equipment. These proposed improvements would be funded by Measure L.
- Parks staff is working with Public Restroom Company on preliminary designs and cost estimates for the Blakely Park restroom improvements. Construction possibly could start in winter 2019, funded by the federal Community Development Block Grant.
- Blakely swim complex shade structure is being worked on at this time. Plans and specification were on the Council agenda on December 19, 2018. The shade canopies will be installed in May 2019. This project is also funded by CDBG.

Marketing, Social Media, Publicity

PRCS Facebook Page

- 3,641 “followers” that is an 2 % increase from previous month (3,570)
- 5,159 - people reached in the last 30 days
- 299 - number of times people viewed (clicked) the page in the last 30 days
- 1,208 - number of times people liked, commented or shared the page

Of the items posted, the top 3 engaged posts were:

- Lodi Lions Playground Replacement at Emerson (2.8k)
- Haunted Hutchins (4.2k)
- Thank you Lodi Election Post (1.4K)

PRCS Instagram Page

- 809 “followers” – that is a 10.37% increase from the previous month (733)

Of the items posted, the top 3 engaged post were:

- Emerson Lions Club Park (reach: 654, likes: 143)
- Thank You Lodi Election Post (reach: 568, likes: 73)
- Activity Guide (reach: 465, likes: 30)

PRCS in the News -

Lodi's Twin Arbors club serves up final farewell

https://www.lodinews.com/news/article_177f6d44-f541-11e8-96c7-375f3cbeb780.html

Lodi groups get grants from S.J. foundation

https://www.lodinews.com/news/article_898677f6-faba-11e8-a72b-5fae4f37dd65.html

Commendations & Recognition

The Lodi Junior Giants (\$10,000) and Boosters of Boys/Girls Sports Organization (B.O.B.S., \$5,000) were recognized as recipients of the Brian Stocker Grant to assist children from low-income families access to sports programming. Congratulations to both groups!

Boosters of Boys & Girls Sports

December 12th, 2018 6:30 pm

Kofu Park

Agenda

- I. ROLL CALL – Ruoff
- II. MINUTES –Ruoff
- III. GUEST SPEAKER –
- IV. FINANCIAL REPORT – Brown
- V. CITY CORRESPONDENCE - Plath
- VI. ACTION ITEM REVIEW -
- VII. AGENDA ITEMS-
Jr Umpire Program- Anderson
Board Elections
- VIII. COMMITTEE REPORTS
 - A. SPORTS COMMITTEE – Anderson
 - B. GENERAL PROGRAM COMMITTEES
 1. Cal Ripken Jr. Baseball Chairperson – Machen
 - a. Major - Anderson
 - b. AAA – Blevins
 - c. Farm – Paine
 - d. AA – Takahashi
 - e. Instructional – Espinoza
 - f. Machine Pitch –Brown
 2. Babe Ruth Chairperson – Fritz
 - a. 13-15's – Sauerland
 3. Basketball Chairperson – Anderson
 - a. Comet – Parenti

4. **Softball Chairperson** – Ruoff
 - a. 16U- Machen
 - b. 12U - Parenti
 - c. 10U- Brown
 - d. 8U – Perez
 - e. 6U – Fraiser
5. **Lodi Youth Soccer Chairperson** – Ordaz
 - a. Premier-Anderson
 - b. Gold-Galletti
 - c. Silver-Ruoff
 - d. Bronze-Parenti
6. **Tackle Football-** Brown
 - a. Coordinators- Perez
7. **Fall Baseball-** Paine
 - a. 8 -10's – Brown
 - b. 11-12's – Brown
 - c. 13-15's – Blevins

C. STANDING COMMITTEES

1. Web Master – Anderson
2. Concessions – Brown
3. Special Events - Ruoff
4. Social and Honor –Ruoff
5. Fund-raising – Anderson
6. Membership/Corporate Sponsorship – Espinoza
7. Team Sponsorships – Brown
8. Purchasing/Equipment – Brown
9. Facility Planning with City of Lodi – Paine
10. Public Relations – Machen
11. Building and Maintenance – Belden
12. Ad HOC (Process and Procedures) -Belden

IX. ADJOURNMENT-

Board meetings – 2nd Wednesday of the month
Next Meeting: *January 9, 2019*



Boosters of Boys/Girls Sports Organization

P.O. Box 1600

Woodbridge, CA 95258

November 14, 2018

EXECUTIVE BOARD MEETING MINUTES

Kofu Park – 6:30 pm

Meeting called to order at 6:30 pm by Kurt anderson

I. Roll Call: – Ruoff

- **Excused:** Steve, Izzy, Tim, Brian, Matt, Robert, Angel
- **Late:** Dan B, Matt P, Jeff
- **Absent:**

II. MINUTES: – Danny motioned to accept, Gamal 2nd – Passed

III. GUEST SPEAKER: – None

IV. FINACIAL REPORT – Brown

- See financial report attached
- All is well, update next month

V. CITY COORESPONDENCE – Plath

- The Alexander family Donations are still coming in and so far, a total of \$1215.00. We spent \$930.00 on the reception for Tom.
- Measure L passed that is a big deal for the City of Lodi

VI. ACTION ITEMS REVIEW-

- Kurt swore in new member Tim Jacobson.

VII. AGENDA ITEMS / PRESENTERS

- Gamal feels we need to be more responsible as a board member, take our roll more serious. He suggests that we have a minimum required hour to work/volunteer as board members. There seems to be no accountability if people cannot help.
- Danny feels we need to re-evaluate our in house members, Kurt says we have policy and procedures in place, we need to implement them.
- Kurt, fill out and turn in your commitment sheets, and we are accepting nominations for next year executive board.

BILL MACHEN (PRES.)
 KURT ANDERSON (VP)
 KIM RUOFF (SEC)
 STEVE BROWN (TRES)

GAMAL ALI
 DAVID ELDEN
 DEWEY BLEVINS
 IZZY ESPINOZA
 MATT FRAISER
 TIM FRITZ
 DAN GALLETTI
 TIM JACOBSEN
 ROBERT PAINE
 JASON PARENTI
 PETE PEREZ
 MATT PRICE
 ANGEL ORDAZ
 BRIAN SAUERLAND
 JEFF TAKAHASHI

GRANT PLATH (ADVISOR)

- Kurt presented his Jr umpire proposal, Jeff Hood said that all applicants need to be finger printed through the City and The City would absorb the cost of fingerprinting. Danny motioned to accept Gamal 2nd motion passed to move forward with the program

VIII. **COMMITTEE REPORTS:** Grant has a question, are we forming a scholarship committee to work on Community Foundation Application? The Board agrees to a committee.

A. SPORTS COMMITTEE- Anderson –

Kurt: We had a sports committee meeting on 11/12/18 went over many items, mainly soccer

- 1- Start Soccer season earlier so that games are finished before school break. Kim motioned, Danny 2nd -passed
- 2-Opening Day for soccer, Danny motioned, Kim 2nd-passed
- 3-Move all soccer games to De Benedetti, Tim J motioned, Danny 2nd -passed
- 4-Soccer clinics a must for all new coaches, Gamal motioned, Dewey 2nd-passed
- 5-Sample soccer practice plans to be avail on our website. Jason motioned, Danny 2nd Dan says no motion passed.
- 6- all-star teams for soccer, No Movement, tabled
- 7- Change from MLB names in baseball to College names. Tabled to future meeting
- 8- Allow coaches to pick their own team names. Dan motioned Jeff 2nd-passed.
- 9-Basketball, Jeff, when a player is absent, he/she may only be substituted with the next player down in the draft and so on if you have no players avail you may use the player immediately above the missing player in draft. Jeff motioned Jason 2nd -passed

B. GENERAL PROGRAM COMMITTEES:

1. Cal Ripken Jr. Baseball Chairperson – Machen- Bill went to Cal-Ripken meeting and we were asked to host 11-year-old state tournament. Starting 6/23/19-6/30/19. Much discussion, the board feels good about hosting. Gamal motioned to accept Jeff 2nd. Motion passed. Dewey stepped up and will be in charge of the tournament

- a. **Majors** – Anderson – NR
- b. **AAA** – Blevins – NR
- c. **Farm** – Paine - NR
- d. **AA** – Takahashi – NR
- e. **Instructional** – Espinoza – NR
- f. **Machine Pitch** – Brown – NR

2. Babe Ruth Chairperson – Fritz- NR

- a. **13- 15's** –Sauerland – NR

3. Basketball Chairperson – Anderson – Comet underway. We need to look into moving championship game to the same time as the east west game.

- a. **Comet** – Parenti – NR

4. Softball Chairperson – Ruoff – NR

- a. **16U**- Machen –NR
- b. **12U**- Parenti – NR
- c. **10U** –Brown – NR
- d. **8U** –Perez – NR
- e. **6U** – Fraiser – NR

5. Lodi Youth Soccer Chairperson- Ordaz – Surveys are out, approx. 20% have been returned. Good ratings for the most part. Reference the Sports Committee report.

- a. **Premier**-Anderson – NR
- b. **Gold**-Galletti- NR
- c. **Silver**-Ruoff – NR
- d. **Bronze**-Parenti – NR

6. Tackle Football Chairperson – Brown-

a) **Coordinator** – Perez – Pete reports that the league is splitting. Current league is North and South. The North is leaving. A new league is forming, it is called the Central Valley Football and cheer. This league will be League President run. Pete has a meeting with CVFC on 11/26th Currently there are 9 teams interested. Dan B says we need a lot more info on this league before we make a decision. Colts banquet will be held on Dec. 8th at the Moose lodge. Kurt inquired about the fine Colts received while playing Mountain House. A Parent went onto the field due to a confrontation happening on the field. The Colts were fined \$500.00 for this act. Per Pete parents are trying to raise money to off set the cost of the fine. To date Colts have raised 325.00. Gamal suggest that we have and incident report when things like this occur.

7. Fall Baseball – Paine – Surveys are out 79%back and everyone loves the program.

- a. 8 -10's – Brown – NR
- b. 11 -12's – Brown - NR
- c. 13 -15's – Blevins - NR

C. STANDING COMMITTEES

- 1. **Web Master** – Anderson – going very well, get info in
- 2. **Concessions** – Brown –A Dan B says we need a concessions manager in place very soon.
- 3. **Special Events** – Ruoff – CRAB FEED! Raffle, Auction and sell those tickets!
- 4. **Social and Honor** – Ruoff –Installation dinner will be held on January 5th for Board members and a guest at Habanero Hots
- 5. **Fund-raising** – Anderson –NR
- 6. **Membership/Corporate Sponsorship** – Espinoza – NR
- 7. **Team Sponsorships** – Brown – Everyone is sponsored
- 8. **Purchasing/Equipment** – Brown – NR
- 9. **Facility Planning** – Paine – NR
- 10. **Public Relations** –Machen - NR
- 11. **Building and Maintenance** – Belden –NR
- 12. **Ad Hoc** – Belden – NR Dan motioned that we add Board comments and Non-Agenda Items back on our Agenda. Danny motioned to accept Dan 2nd motion passed.

IX. ADJOURNMENT – Dan motioned to adjourn Matt 2nd
Meeting adjourned at 9:45 pm

Board Meeting: 2nd Wednesday of each month
Next Meeting: January 9, 2019 @ 6:30pm Kofu park

Financial Report

Lodi Boosters of Boys/Girls Sports
For the period ending December 12, 2018



Prepared on

December 11, 2018

Table of Contents

Statement of Financial Position	2
Statement of Activity	3

Statement of Financial Position

As of December 11, 2012

	Total
ASSETS	
Current Assets	
Bank Accounts	
1 BOBS General Fund	29,262.08
2 BOBS Concessions	90,107.06
3 BOBS Money Market	16,115.70
4 BOBS EMER FUND	41,908.01
Total Bank Accounts	177,392.85
Total Current Assets	177,392.85
Other Assets	
Assets	47,141.30
Total Other Assets	47,141.30
TOTAL ASSETS	\$224,534.15
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	151,973.37
32000 Retained Earnings	12,085.80
Net Revenue	60,474.98
Total Equity	224,534.15
TOTAL LIABILITIES AND EQUITY	\$224,534.15

Statement of Activity

January 1 - December 31, 2013

	Total
REVENUE	
13 YR OLD TOURNAMENT TEAM INCOME	
4300 Registration	2,250.00
Total 13 YR OLD TOURNAMENT TEAM INCOME	2,250.00
14's & 15's TOURNAMENT TEAMS INCOME	
4730 Uniform Purchase	850.00
Total 14's & 15's TOURNAMENT TEAMS INCOME	850.00
ADMINISTRATION INCOME	
1000 Membership Income	449.50
1005 Interest Income	21.10
1010 Donations & Memorial Income	11,615.00
1011 Evans Donation	100.00
1015 Special Event Income	51,161.51
1021 Zupo Project	8,080.30
1025 Fund Raising - Spring	12,640.00
1030 Fund Raising Fall	3,453.90
1035 Miscellaneous Fundraising	2,080.00
1040 Miscellaneous Income	4,479.53
Total ADMINISTRATION INCOME	94,080.84
BABE RUTH BASEBALL INCOME	
4200 Registration	9,779.91
4203 Refund	-160.00
4205 Sponsors 13-15	1,725.00
Total BABE RUTH BASEBALL INCOME	11,344.91
CAL RIPKEN INCOME	
4000 Reg 6-12	32,043.18
4003 Refunds	-330.00
4010 Team Sponsor	8,225.00
4015 Banners	2,400.00
Total CAL RIPKEN INCOME	42,338.18
CAL RIPKIN TOURN INCOME	
4105 Gate	400.00
4125 Misc/F.R.	150.00
4130 Uniforms	1,660.00
Total CAL RIPKIN TOURN INCOME	2,210.00
COLTS FOOTBALL INCOME	
7000 Football Registration	26,247.98
7001 Cheer Registration	900.04
7002 Football Equipment Deposit	3,550.02
7003 Cheer Uniforms	12,835.96
7004 Football & Cheer Transaction fee	10.78
7005 Gate	5,550.50

	Total
7010 Fundraiser	3,693.55
7020 Sponsorships	1,400.00
7040 Apparel/Decals/Misc	2,323.00
Total COLTS FOOTBALL INCOME	56,511.83
COMET BASKETBALL INCOME	
8000 Comet Registration	3,506.22
8005 Sponsors	775.00
8015 Miscellaneous	77.00
Total COMET BASKETBALL INCOME	4,358.22
COMET TOURNAMENT INCOME	
8135 Uniforms	700.00
Total COMET TOURNAMENT INCOME	700.00
CONCESSION INCOME	
3010 Baseball/Softball	64,335.14
3015 Baseball/Softball Tourney	304.30
3020 Soccer	867.50
3030 Football	13,361.73
3040 Basketball	4,357.17
3090 Misc.	3,792.00
Total CONCESSION INCOME	87,017.84
FALL BASEBALL INCOME	
4900 Fall Ball Registration	16,485.95
Total FALL BASEBALL INCOME	16,485.95
REC SOCCER INCOME	
6000 Soccer Reg	17,021.15
6005 Sponsorship	6,650.00
Total REC SOCCER INCOME	23,671.15
SOFTBALL INCOME	
5000 Softball/Tball	17,761.70
5003 Refund	-300.00
5005 Sponsors	3,850.00
Total SOFTBALL INCOME	21,311.70
SOFTBALL TOURNAMENT INCOME	
5135 Uniforms	300.00
Total SOFTBALL TOURNAMENT INCOME	300.00
Uncategorized Revenue	477.56
Total Revenue	363,908.18
GROSS PROFIT	363,908.18
EXPENDITURES	
13 YR OLD TOURNAMENT TEAM EXPENSE	
4350 Registration	18.44
4365 Travel, Food, Lodging	1,731.16
4370 Fees Expense	190.14
4392 Awards	111.80

	Total
Total 13 YR OLD TOURNAMENT TEAM EXPENSE	2,051.54
14's & 15's TOURNAMENT TEAMS EXPENSE	
4750 Registration	56.84
4760 Uniforms Purchased	416.76
4770 Fees	370.00
4792 Awards	223.60
Total 14's & 15's TOURNAMENT TEAMS EXPENSE	1,067.20
ADMINISTRATION EXPENSE	
1505 Board Expenses	12,737.48
1510 Supplies	728.33
1520 Insurance	4,555.00
1525 Accounting	1,425.00
1530 Special Events	31,486.89
1535 Capital Projects	3,250.00
1536 Zupo Project	8,101.30
1540 Fundraising - Spring Expense	1,193.00
1545 Fundraising - Fall	850.00
1550 Fundraising - Misc.	1,223.00
1560 Maintenance & Repairs	1,237.51
1565 Miscellaneous Expense	1,313.90
Total ADMINISTRATION EXPENSE	68,101.41
BABE RUTH BASEBALL EXPENSE	
4250 Insurance/Fees/Photos/Ads	3,693.50
4260 Equipment	4,113.56
4265 Uniforms	3,934.98
4270 Officials	3,585.00
4275 Awards	503.36
4280 Misc. Soil Conditioners	1,403.49
4281 Fence Panels	233.52
Total BABE RUTH BASEBALL EXPENSE	17,467.41
CAL RIPKEN EXPENSE	
4050 Insurance/Fees/Photos/Ads	8,896.52
4055 Banners Expense	339.82
4060 Equipment	12,143.28
4065 Uniforms	14,416.22
4070 Officials	5,655.00
4075 Awards	973.17
4080 Misc. Soil Conditioner	2,806.99
4090 Blakely Port-A-Potty	102.93
Total CAL RIPKEN EXPENSE	45,333.93
CAL RIPKEN TOURN EXPENSE	
4150 Insurance/Fees/Photos/Ads	133.17
4160 Uniforms	1,836.25
4165 Travel & Lodging	12,408.69

	Total
4170 Fees	1,289.65
4192 Awards	111.80
4195 Misc/FR	980.00
Total CAL RIPKEN TOURN EXPENSE	16,759.56
COLTS FOOTBALL EXPENSE	
7050 Insurance/Fees/Photos/Ads	1,799.99
7052 Football Equip. Refund	3,750.00
7053 Refunds	900.00
7055 Cheer Uniforms	12,530.31
7060 Equipment	10,484.97
7065 Uniforms	8,772.42
7070 Officials	500.00
7080 Apparel/Decals/Misc	1,215.45
7085 Banquet	506.60
7090 Fundraiser	1,209.00
7095 Award	844.26
Total COLTS FOOTBALL EXPENSE	42,513.00
COMET BASKETBALL EXPENSE	
8050 Insurance/Fees/Photos/Ads	241.36
8060 Equipment	74.90
8065 Uniforms	3,396.28
8075 Awards	227.33
Total COMET BASKETBALL EXPENSE	3,939.87
COMET TOURNAMENT EXPENSE	
8155 Entry Fees	350.00
8165 Uniforms	682.06
Total COMET TOURNAMENT EXPENSE	1,032.06
CONCESSIONS EXPENSE	
3500 Concession Expenses	30,590.71
3550 Wages	16,035.11
3555 Payroll Taxes	2,863.64
3556 Payroll Process Fee	1,090.00
3560 Alarm/Phone/Repair	1,302.00
3570 Insurance	2,792.78
3580 Maintenance	1,779.98
Total CONCESSIONS EXPENSE	56,454.22
FALL BASEBALL EXPENSE	
4950 Insurance/Fees/Photos/Ads	423.04
4951 Refund	480.00
4955 Officials	1,155.00
4960 Equipment	204.66
4965 Uniforms	4,175.89
Total FALL BASEBALL EXPENSE	6,438.59
REC SOCCER EXPENSE	

	Total
6050 Insurance/Fees/Photos/Ads	1,407.00
6053 Refund	360.00
6060 Equipment	2,250.73
6065 Uniforms	15,348.94
6070 Officials	830.00
6075 Awards	1,195.89
6080 Misc.	111.98
Total REC SOCCER EXPENSE	21,504.54
SOCIAL AND HONOR EXPENSE	
2510 Coaches BBQ	586.00
2540 Installation Dinner	953.19
Total SOCIAL AND HONOR EXPENSE	1,539.19
SOFTBALL EXPENSE	
5050 Insurance/Fees/Photos/Ads	3,058.57
5060 Equipment	4,096.09
5065 Uniforms	3,778.37
5070 Officials	2,325.00
5075 Awards	762.08
5080 Misc. Soil Conditioner	1,082.68
Total SOFTBALL EXPENSE	15,102.79
SOFTBALL TOURNAMENT EXPENSE	529.88
5150 Insurance/Fees/Photos/Ads	60.00
5160 Uniforms	284.46
5170 Entry Fees	2,990.00
Total SOFTBALL TOURNAMENT EXPENSE	3,864.34
Uncategorized Expenditure	263.55
Total Expenditures	303,433.20
NET OPERATING REVENUE	60,474.98
NET REVENUE	\$60,474.98